School Reopening Handbook for DeWitt Middle School Families & Staff
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**Mission:** Engage, Educate, Empower  
**Vision:** 6,000+ Thinkers
Dear Ithaca Families and Caregivers,

I am excited to welcome you back to Ithaca City School District for the 2020-2021 school year. We have missed you and the energy that your students bring to our physical and virtual learning spaces.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating this school year. In this handbook you will find much information about how our team of educators plan to address health, safety, and instructional delivery within each of our buildings.

I appreciate your patience and support as we move forward together in-person and virtually as one Ithaca City School District community. It is an honor to be on this journey with you.

Regards,

_Luvelle_

Superintendent of Schools
Ithaca City School District
Dear DeWitt Middle School Families and Caregivers,

We hope that by the time you are receiving this you have gotten to build relationships with your teachers, counselors, and classmates within the virtual environment. As you have been attending class we have been working steadily on preparing the building for your safe return. We know how much our students have missed school and craved the personal connections that being in the building provides. We were happy to see you as you picked up materials and during our grab and go summer events. We anticipate creating many more opportunities for safe and social interactions.

Thank you for the time you will take to explore this document. I hope that it answers questions about how the school day will look and feel. Please know that will be working through logistical challenges and will adapt as safety and educational needs shift.

Ms. Lucy-Lender and I will be happy to answer questions you have and address concerns from students and families as they arise. Our teachers are working diligently to provide the best educational experience possible and will be constantly improving their strategies and tools as the year progresses.

Sincerely,

Carlan J Gray

Principal of DeWitt Middle School
Ithaca City School District
School Contacts

Administration

Carlan Gray
Principal
cgray@icsd.k12.ny.us
607-257-3222

Ms. Lucy-Lender
Associate Principal
donna.lucylender@icsd.k12.ny.us
607-257-3222

Main Office Staff

Principal’s Secretary
Ms. Teresa Compton
(tcompton@icsd.k12.ny.us)
607-257-3222

A. Principal’s Secretary & Attendance
Mrs. Patty Potter
(ppotter@icsd.k12.ny.us)
607-257-3222

Master Educator for Inclusion (Special Education)…….. Tara Caiza–tara.caiza@icsd.k12.ny.us

School Counselor (Students last name M-Z)............Eric Jackson–eric.jackson@icsd.k12.ny.us

School Counselor (Student lasts name A-L).............Leann Young–leann.young@icsd.k12.ny.us

Nurse ....................................................................................................Michelle Sanito michelle.sanito@icsd.k12.ny.us
Immunizations, physicals, etc.,

Nurse ....................................................................................................Robin Akins robin.atkin@icsd.k12.ny.us
Immunizations, physicals, etc.,

Student Registration .........................................................Kathleen Troy ktroyns@icsd.k12.ny.us
Registration, testing, schedule parent conference, scheduling to see counselor, homework collection for long term absence, & report cards

Administrative assistant to Sp. Ed ..............................Helen English–henglish@icsd.k12.ny.us
Schedules IEP Meetings

Mission: Engage, Educate, Empower

Vision: 6,000+ Thinkers
Social Worker………………………………………………………………………….Mrs. Mary Baker mbaker@icsd.k12.ny.us
School Psychologist……………………………………………………………….Carin Trabout ctrabout@icsd.k12.ny.us
Cafeteria manager…………………………………………………………………..Nancy Smith nancy.smith@icsd.k12.ny.us
Custodian…………………………………………………………………………Barbara Carlisle barbara.carlisle@icsd.k12.ny.us

Students’ Return to Instruction
The 2020-2021 school year began for all students PreK - 12 VIRTUALLY on Monday, September 14, 2020.

All buildings will use the first few days of virtual instruction to serve as orientation for staff and students to build relationships and understanding of online tools for teaching and learning.

- October 5th & 6th for the Hybrid students whose last name begins with A-K will learn on campus. All distance learning students A-Z will attend the remote classes too.
- All students (hybrid and distance learning) will learn remotely on October 7th.
- October 8th & 9th for the Hybrid students whose last name begins with L-Z will learn on campus. All distance learning students A-Z will attend the remote classes too.

During orientation our students will review the Key topics below:
- Masks
- Physical Distancing
- Handwashing
- Walking through the halls
- Breakfast and Lunch
- Bathrooms

Beginning Monday, October 5, 2020, students PreK-12 that chose the IN PERSON option will be welcomed back to campus and our classrooms.
- Family checkoff list
- Mask wearing
- Physical Distancing & Handwashing

Students that chose the DISTANCE LEARNING option will continue their studies online. Please see schedules below.

- Grade 6 Schedule Link Here
- Grade 7 Schedule Link here
- Grade 8 Schedule Link Here
Wednesday Teachers Office hours [Link Here]

**School Arrival 8:45am-9:10 am**
- Our school day runs from 9:00 am to 3:20 pm.
- Students will enter the building through the main entrance.

**School Hours: 9:00 am -3:20 pm**

**Before Arriving to school**
- [Family check-off List](#)
- At home parents must perform symptom and temperature checks and complete covid questionnaires.
- All students must enter the building with their masks covering their nose and mouth.
- Our front doors open at 8:45 am to accommodate families students can grab breakfast while maintaining [6 feet of distance](#) while proceeding to their period 1 class.
- Front side walk of school will have blue dots spaced 6 ft apart to remind students to socially distance themselves.
- There will be hand sanitizer dispensers affixed to the front building entrance on both sides of the doors.
- In the Hallways there will be signage for [unidirectional](#) traffic flow, students must be mindful to maintain 6 feet of distance at all times when feasible.
- There is also signage on the floor to remind students to maintain 6 feet of distance.
**Attendance**

At the start of the period, attendance for on-campus and remote students will be recorded in SchoolTool/Canvas. Please note that if your child is not participating in classes (in-person OR remote) you must notify the attendance office.

Please send all attendance correspondences to ppotter@icsd.k12.ny.us or Call Mrs. Potter at 607-257-3222

Students that are participating from home must be present at the start of the period. In addition, they will need to follow the guidance provided via Canvas.

- All students will follow their programs as they did during remote learning, see below.
  - Grade 6 Schedule [Link Here](#)
  - Grade 7 Schedule [Link here](#)
  - Grade 8 Schedule [Link Here](#)
  - Wednesday Teachers Office hours [Link here](#)

**Hallway Movement**

- Upon building entry students may choose the right or left entrance, if they enter the building on the left they are going left and the same for right side building entry.

- As students transition, they must walk to the far right until they arrive at their class destination.

**Lockers**

Students will not be assigned lockers. You will need to carry your items in your bookbag.

**Physical Education**
Students should dress appropriately for PE, as changing and locker room access will not be permitted.

**Dismissal Procedures**

- **Walkers/Bikers** will be dismissed at 3:20 pm All grades from the Main Entrance in a staggered manner (6, 7, 8)

- **Curbside pickups** will be dismissed at 3:22 pm from the Technology Wing Exit

Bus riders will be dismissed through the main Entrance/Exit as Busses arrive.

- 6th Grade at 3:24 pm
- 7th grade 3:26 pm
- 8th Grade 3:28 pm

It is important to remember:
- Families must drop students off outside of the building in the **side parking lot** and not in the main bus loop in front of the building
- Drop-offs must be as brief as possible
- Wash your hands before drop-off, prior to pick-up
• Visitors (including families and caregivers) to our buildings is limited
• Pen and paper sign-in/sign-out sheets have been eliminated and will instead be catalogued by staff

Health and Safety Information:

Ithaca City School District COVID-19 Coordinators
Lily Talcott, Deputy Superintendent of Schools: lily.talcott@icsd.k12.ny.us
Kari Burke, Coordinator of Health Services and Wellness: kari.burke@icsd.k12.ny.us

Daily Health Screening
Daily screening of students by caregivers is required every day for in person learners at least 20 minutes before school begins. If your student’s screening results do not show up in the daily report prior to arriving at school, your student will have their temperature checked upon arrival to the building. If a student has failed to complete the school daily screener:

• If a student has not completed the daily screener the attendance coordinator will call the student to the main office.

• The student will then be sent to the nurses office to complete their daily screener. Once the student successfully completes the screener, he/she/they will return to class.

• If the student does not pass the screener a phone call will be made and the student must be picked up by the caregiver.

Expectations and protocols for daily screening as well as information about the Screening App will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the year.

Currently, the screener will inquire whether your child has experienced any symptoms consistent with the CDC's Symptoms of COVID-19 as well as their temperature, known exposures, and a positive test result:

• chills
• cough
• shortness of breath or difficulty breathing
• fatigue
• headache
• muscle aches or pains

• new loss of taste or smell
• sore throat
• congestion or runny nose
• nausea or vomiting two or more times in the last 24 hours
• diarrhea in the last 24 hours

If your child is experiencing symptoms as noted above, please do not send them to school and call
the school to alert them that they are staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.

If Symptoms Develop While at School

Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district medical director available for consultation, as needed. Following assessment by the school nurse, any students or staff with a temperature of 100.0°F (37.78°C) or higher, signs of illness, and/or a positive response to the screening questionnaire will be directed to a dedicated isolation area, where students will be supervised prior to being picked up or otherwise sent home. DeWitt has a covid designated room adjacent to the nurses office.

Masks

Students are required to bring and wear a mask at all times, to the extent practical, if medically capable of doing so. If a student or staff forgets their mask or does not have a mask, a disposable mask will be provided. All students will be provided with mask breaks. Staff will facilitate regularly scheduled mask breaks throughout the day, ensuring that students maintain 6 feet of physical distance when removing their masks.

Students are encouraged to bring their own mask(s) from home. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the following types of masks are not recommended as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets their mask or does not have a mask, disposable masks are in plentiful supply and will be provided as often as needed. Masks will be located in the nurse’s office and the main office.

Hand Washing

All who enter the building must wash their hands or use hand sanitizer. In addition to bathroom and outdoor sinks, many learning spaces are equipped with a sink and hand soap for routine hand washing. If a sink is not in a learning space, signage and frequent
reminders will be given so that students are encouraged to wash their hands frequently. All hand dryers in district buildings have been replaced with disposable paper towel dispensers. Hand sanitizer stations are also located throughout the building and in classrooms for staff and students to use. There are hand sanitizer stations in the cafeteria.

**Bathrooms**

All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

- All bathrooms are equipped with multiple sinks with touch free soap and paper towel dispensers
- All bathrooms will be open during arrival and dismissal
- Bathrooms will be cleaned on alternating periods
- Students will complete a digital bathroom sign out log to provide monitoring.

**Playgrounds, Green Spaces and Recreational Areas:**

Outdoor spaces will be used as much as possible, weather permitting. Adults will be present to support small groups and their physical distancing during both learning and play as well as to encourage hand washing at our portable outdoor sink units. Students will wear masks unless they are engaged in activities which allow them to maintain physical distance.

- Students must wear masks when playing outside on campus.
- Students must wear masks while in the science and Zen gardens.
- Students will be encouraged to wash hands once returning from those activities.

**School Nutrition**

All students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. The district will continue the healthy school nutrition program our families rely on to both in school students and remote learners. Meals will be free to students who qualify for Free/reduced priced meals, and fee based for students not qualifying for Free/Reduced priced meals. Please note
that all students are eligible for free meals through December 31, 2020. After December 31, 2020, the meal pricing (below) will resume to pre-distance learning fees.

**Meal pricing for the 2020-2021 School year**

- Middle Breakfast $2.00
- Middle Lunch $3.10

If you are a distance learner: The ICSD will utilize the online forms developed during spring of 2020 for caregivers to make their meal choices and dates requested known to the ICSD. Sites will be set up throughout the district, based on responses generated, so the greatest number of families will be able to comfortably travel to a nearby site. Attention will be given to remote areas, as well as areas that have a higher percentage of families reliant on public transportation. If you have any questions please feel free to call Child Nutrition at 607-274-2302.

If you are an in-person learner, students will be supervised to wash hands before and after eating all meals: Most students will travel with their classroom cohort, at staggered times from other classroom cohorts, to the building’s cafeteria, be provided their meal, and travel back to their classroom (or outdoors, weather permitting) to consume their meals. Proper sanitation protocols (hand washing or sanitizing prior to consumption: appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. The use of the cafeteria itself will be determined on a case-by-case basis. For students unable to navigate to the cafeteria, their meals will be delivered by appropriate school personnel to the learning location of the student. The ICSD has eliminated “self-service” items (e.g., salad bars). Pre-packaged items will be utilized whenever appropriate.

**Lunch will be served during the designated time on your child’s schedule, the cafeteria will be open to provide lunch.**

- Students can eat lunch in the classroom, cafeteria and we also have outdoor seating (which is limited)

Lunch will be provided for family pick up as well in the side parking lot.
*People will have wipes available to them to sanitize their eating area before and after dining to ensure hygiene compliance.

**Paying for meals and snacks** Cashless Funding for School meals for Paid eligibility as well as a la carte drinks and snacks should be funded online in the secure hosted platform SchoolPay.com. Ithaca City School Nutrition Program is committed to providing meal service that is as contactless as possible. Funding on this platform assures no transfer contact between cashiers and students. Funds may be deposited with credit card or checking account encrypted information hosted by SchoolPay.com or checks can be handed to school food service staff.

**Remote Learning days meal ordering** Meals for all students are available for remote learners and onsite learners for free. The USDA free funding ends on December 31, 2020. At that time meals will be available for all students and will follow the paid/reduced and free eligibility status.

**Physical Education and Recess**

**Physical Education (PE)**
The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a gym, weightroom, or a classroom with 12 feet of physical distancing for aerobic activities, while also wearing a mask.

Middle and High School students will no longer change their clothes for participation in PE and the locker rooms will not be accessible. Please wear proper athletic footwear and attire, regardless of the location. Students should also be prepared to participate in outdoor classes by wearing proper
outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.). During PE classes, all physical distancing guidelines and practices will be followed. During indoor classes, if physical distance guidelines pertaining to physical activity cannot be followed, classes will focus on the cognitive and affective domains of PE. Examples of these types of lessons would be presentations, reading articles, class discussions, or other methods of learning that do not require physical activity.

All students will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student’s teacher.

**Daily Schedules and Routines**

**Middle School Details**

*Our building will be reopening on a hybrid schedule which will allow for students to attend a combination of in person classes and remote learning classes. All students will receive a student schedule from the guidance department, those who opted to receive instruction through the strictly remote model will also receive a student schedule in the mail.*

- **All students will receive a class schedule regardless of the “learning status” they declared.** *(Hybrid vs. Strictly Remote)*
- **Hybrid students will attend school in person based on the district’s red and gold day rotation system.*
  - Red Day = last name A-K
  - Gold Day = last name L-Z
- **The school day starts at 9:00 am and 3:20 pm. The building will open at 8:45 a.m. for students to enter and go to their classrooms.*
- **All classes at the middle school will run within the parameters of the building’s master schedule.*
  - Faculty, staff and students will follow the blocked 4-period day schedule.
  - Students will receive “real time” instruction during their assigned period, whether they are learning in the classroom or learning remotely.
- **All of the building entrances will be utilized for arrival and dismissal. We will stagger the groups entering and exiting by grade level to avoid crowding.*
- **Hall changes will be staggered in order to minimize traffic. Physical distancing will be enforced while students rotate from class to class.*
- **Students will eat lunch at their own desk in the cafeteria.*
- **Attendance for in person and remote students will be recorded in SchoolTool.*
- **Weather permitting, outdoor classroom usage will be encouraged.*
● Students will not use lockers and paper/material exchanges will be minimized.
● Students will be allowed to carry backpacks from class to class while in the building.
● Physical Education (PE) will take place outdoors with indoor safeguards for inclement weather; students should dress appropriately for PE, as changing and locker room access will not be permitted.
● Bathrooms will be monitored regularly throughout the day and sanitized regularly throughout the day.
● Sanitizing wipes will be available for wiping down desks between classes.
● Water bottles will be filled by students and handles/buttons wiped down frequently.

Your student will be able to access their schedule next week in the SchoolTool Portal. A great deal of time, effort and thought have gone into the process of student placement for the 2020-2021 school year courses were created based on student needs and interests and classrooms have been balanced. Our class lists are structured to provide equitable class sizes at each level.

* Moving students is difficult without causing imbalances and inequities; therefore we will not honor teacher requests or lunch, P.E. and study hall changes.

STUDENT PICK-UP/APPOINTMENTS - Sign Out Procedure

Parent/Guardians must send an email to ppotter@icsd.k12.ny.us and tcompton@icsd.k12.ny.us. The email must come from the parents school tool email address. Students cannot sign themselves out. Only those contacts listed in our student information system (School Tool) have permission to “Pickup” the child unless specific email permission should contain the following information.
● The name of the person picking up the child
● the relationship of the person to the child
● specific time of pick up
● Parent/guardian/caregiver signature

Parents/Guardians or others picking up the child may be asked to provide picture identification. Students must have permission from their parent/guardian and from the attendance office in order to leave the building before 3:20 p.m. Parents/Guardians/Caregivers MUST come to the door of the school building, ring the doorbell, the office attendants will request id before releasing the student outside.
Special Education Plan

We are so excited to be serving our students and families this year. Please reach out to us if you have any questions.

We are so excited to be serving our students and families this year. Please reach out to us if you have any questions.

Administration:

Tara Caiza,  Master Educator for Inclusion (tara.caiza@icsd.k12.ny.us)

Jenn Gondek, Director of Special Education (jennifer.gondek@icsd.k12.ny.us)

Special Education Programs:

All special education services including integrated co-taught classes, resource rooms, related services, and accommodations/modifications will be in effect as per the student’s IEP or 504 plan, in addition to following a Virtual Learning Plan (if applicable). Wednesdays are flexibly scheduled and may be used for face-to-face testing, if applicable, 1:1 related services as per IEP recommendations, and check-ins through Google Hangout with their teacher to provide additional support.

Technology

Middle School Devices

Students in the middle school will be issued a 1:1 Chromebook and must bring their devices to and from school each day. Students already enrolled in the district were directed to keep their Chromebooks over the summer. New students should fill out a student/family help ticket if they did not receive a Chromebook on the first day of school.
Malfunctioning/Damaged Chromebooks

Students that have an iPad or Chromebook that is malfunctioning and/or damaged should fill out a student/family help ticket for assistance in getting the device repaired or exchanged.

Campus Visitors

The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must also follow these procedures.

Building Readiness

Cleaning
All spaces have been cleaned and disinfected, and equipped with Flex Wipes for adult use.

HVAC Report for Dewitt Middle School
Glossary of Terms:
AHU - Air Handling Unit
BAS - Building Automation System
BCU - Blower Coil Unit
B3A - Air fan
CLRM = Classroom
CUH - Cabinet Unit Heating
EF - Exhaust Fan
ERV - Energy Recovery Ventilator
FCU - Fan Coil Unit
FEC = Field Equipment Controller
HRV - Heat Recovery Ventilation
OA = Outside Air
OCC = Occupancy
PRE - Power Roof Exhaust
RTU - Rooftop Unit
UV - Unit Ventilator

Ithaca City Schools Indoor Air Quality (IAQ)
Evaluation in Response to COVID-19 Pandemic
Rev.: September 21, 2020

The following report by Trane Technologies Inc. outlines actions that have been implemented to ensure additional analysis of HVAC systems with a focus on filtration and ventilation to vastly improve the air quality of Ithaca City School District buildings during COVID-19. The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19.

Prior to the COVID-19 pandemic, these Heating Ventilation and Air Conditioning systems (HVAC) were designed for occupant comfort. In response to COVID-19, HVAC systems are being reconditioned and recalibrated with the dual safety focus of filtration and ventilation (increased fresh air flow). As a result, in some instances, HVAC subsystems may be noisier (as the motors run with greater effort) and draftier (as more fresh air is pumped into spaces).

It is important to note that ICSD's HVAC systems were designed and calibrated to operate with windows closed (unless outdoor conditions compliment the room conditions regarding temperature and humidity). Historically, windows were opened with less regard for the overall calibration and operation of the HVAC system. While not optimal in the past, under current responses to COVID, opening windows when outside weather is not complimentary to internal building temperature and humidity could disrupt the building-wide calibration of the HVAC system and should be avoided.

Further, with added fresh air, managing temperature may be more of a challenge moving into colder months. While ICSD’s focus is on safety (filtration and ventilation) continued attention will be maintained to balance fresh air intake with personal comfort (temperature). In general, the systems will operate in the temperature range required by New York State Department of Education (NYSED) (between 68 and 74 degrees F for heating and between 30% and 60% for relative humidity). Please be prepared for rooms that may impact your comfort in terms of your preferred body temperature. If there are temperature complaints that you feel are unreasonable please contact facilities.

Behavior guidance and recommendations for ICSD staff and students from Trane include:

● Never adjust or disable classroom HVAC systems; doing so can disrupt the building-wide system.
● Dress in layers in order to maintain personal comfort.
● Opening windows is not part of the building ventilation strategy. Operating windows should be done when advised by the ICSD administration or facilities staff.
● Remember, the HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19.

Control changes:

● The ventilation schedule (including exhaust fans), have extended runtimes (one (1) additional
hour prior to mass-building occupancy in the morning and one (1) additional hour post mass-occupancy in the evening). Note, the additional hour in the morning will result in a minimum two (2) hours of operation prior to the arrival of students.

- Occupancy-based ventilation control has been disabled to ensure that maximum fresh air flow is not adjusted by staff or students. The operation of ventilation and position of outside air dampers are fixed and open during occupied periods. On average, each space is receiving approximately 3 to 4 air changes per hour or about 30 Cubic Feet per Minute (CFM)/student. This is twice the requirement set by SED.
- Bathroom exhaust fan operation has been adjusted to operate 24/7.

Air filtration upgrades:
- Prior to ICSD’s response to COVID, filters were primarily rated at MERV 8. (There were a few locations utilizing MERV 6 and MERV 11 filters). All filters are being changed to MERV 13 rated. This includes all rooftop HVAC units as well as room-based HVAC units. Nearly all of the rooftop air handlers have received their new filters. We expect the remaining rooftop filters and the individual room ventilator filters to be installed prior to October 5th.

Dewitt Middle School
We have replaced and repaired worn out, broken parts and improved air quality and ventilation throughout the building.

- AHU -X (AX29 belt loose) - Resolved
- AHU-1 (belts 2-BX60 worn and loose) - Resolved
- AHU-10P2 (AX48 belt loose and worn) - Resolved
- AHU-12DW (supply has no belt, AX54, return ok) - Resolved
- AHU-3P1 (Belts BX49, BX54 worn and loose) - Resolved
- AHU-4P1 (Belts 3-BX66, 2-BX72 worn and loose) - Resolved
- AHU-1F (AX43 belt is worn and loose, no filters in unit) - Resolved
- BCU-1 (AX46 belt worn and loose) - Resolved
- BCU-12 (AX42 belt is loose and worn) - Resolved
- BCU-2 (AX46 belt is worn and loose) - Resolved
- BCU-3 (AX53 belt worn and loose, coil plugged) - Resolved
- BCU-4 (AX46 belt is worn and loose, coil plugged) - Resolved
- BCU-5 (AX45 belt is worn and loose, coil plugged) - Resolved
- BCU-8 (AX45 belt worn and loose) - Resolved
- BCU-9 (AX43 belt worn and loose) - Resolved
- BCU-15 (Unit off the TXV has been removed & not replaced) – Resolved and operational, but need further attention in future, No cooling (comfort concern)
o ERV-3 (Heat Ex core needs replacement) - Working to resolve, Needs new core, equipment ordered, unit is operational, Working to resolve before 10/2/2020
o ERV-4 (Heat Ex core needs replacement) - Working to resolve, Needs new core, equipment ordered, unit is operational, Working to resolve before 10/2/2020
o ERV-5 (AX52, AX50, one loose and other broken) - Resolved
o ERV-6 (belts BX51 and BX56 loose and worn) - Resolved